

**SECRETARY, ATHLETICS  
Summative Appraisal Form**

Name \_\_\_\_\_ Location \_\_\_\_\_

Appraisal Period: From \_\_\_\_\_ to \_\_\_\_\_ Date of Review \_\_\_\_\_

**Directions**

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

**Rating Scale**

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

**JOB PERFORMANCE STATEMENTS**

**Varsity Football**

- \_\_\_\_1. Handles the sale of season tickets to home varsity football games, including maintaining a database of past season ticket holders, advertisement of sales, and deposits.
- \_\_\_\_2. Prepares tickets for pre-sale to send to each of the campuses for all home varsity football games, processes the ticket reports and verifies deposits on each.
- \_\_\_\_3. Sells pre-sale tickets at the high school campus, processes ticket reports and deposits monies.
- \_\_\_\_4. Prepares money boxes for gate sales, including providing change and tickets to sellers at gates, verifying ticket sales and making deposits.
- \_\_\_\_5. Prepares game reports for each varsity football game. Requests the disbursement of proceeds according to game contracts.

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

**All Sports**

- \_\_\_\_ 6. Handles all monies for sporting events including issuing change and tickets to sellers for all events.
- \_\_\_\_ 7. Prepares all game reports and processes requests for payment to necessary personnel for conducting athletic contests (officials, ticket sellers and takers, etc. for all sports.) Keeps accurate ticket inventories on all athletic tickets.
- \_\_\_\_ 8. Keeps up-to-date records on game receipts and disbursement of stadium funds.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Purchase Orders**

- \_\_\_\_ 9. Processes golden rods for each order, verifying through the coaches the contents of all shipments.
- \_\_\_\_ 10. Verifies all invoices paid by accounting.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Travel**

- \_\_\_\_ 11. Processes requests for the Athletic Director and travel turned in by coaches for all athletic contests as well as for scouting, clinics, etc. Verifies accuracy of requested monies. Makes sure funds are available in the appropriate accounts and initiates budget changes if necessary.
- \_\_\_\_ 12. Verifies travel settlement forms upon return from trips against receipts obtained, verifies monies returned, and deposits monies into the correct accounts.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Budgets**

- \_\_\_\_ 13. Assists the Athletic Director in preparing budget request for Department.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Reports**

- \_\_\_\_ 14. Compiles information and prepares various reports, such as annual reports, on athletic activities and budget expenditures.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**General Duties**

\_\_\_\_15. Performs secretarial duties for the Athletic Director as required.

\_\_\_\_16. Submits timesheets for game workers and for summer employees for the Athletic Program.

\_\_\_\_17. Submits Absence from Duty Reports for the Athletic Director and the Athletic Trainers.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Other**

\_\_\_\_18. Performs other duties assigned by Athletic Director.

\_\_\_\_19. Maintains confidentiality of information.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Supervisory Responsibilities**

\_\_\_\_20. Supervises student aides.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

What strengths does \_\_\_\_\_ possess?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are some improvements \_\_\_\_\_ can make to ensure a higher degree of success for students on this campus/department?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summative Conference Comments:

---

---

---

**Recommendation of Evaluator:** I have read and received a copy of this evaluation. I have reviewed this instrument.

- Renewal and/or Extension of Assignment
- Non-renewal of Assignment
- Termination of Assignment
- Non-extension of Assignment

\_\_\_\_\_  
Administrator (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date